



**Switched-On**  
**ONLINE**

**Switched-On Online<sup>©</sup>**  
**Student User Guide**

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**Note:** For technical support, please contact Technical Support at 800-735-4193 and select option 2 or go to [www.aopschools.com/soosupport](http://www.aopschools.com/soosupport).

For Customer Service, please contact us at 1-877-795-8904 and select option 2.

## Welcome and Login

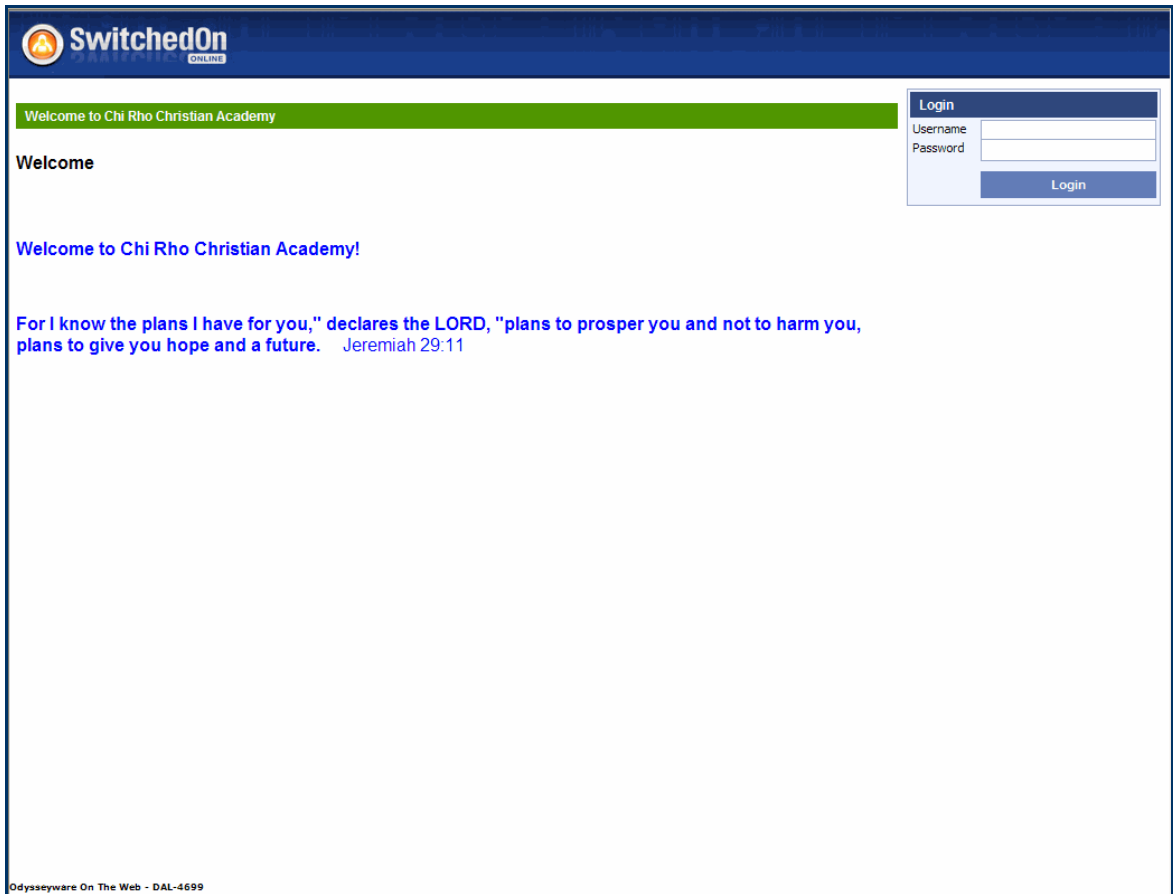
Welcome, the **Login** page is the single login location for Switched-On Online®. The system uses your login to know what access you need, displaying the correct **Home** screen for you.

Your **Login** page allows you to quickly view any school wide messages.

### Logging In

1. Enter your student **username**. This is the **username** your school administrator or teacher gave you along with your school site address and **password**.
2. Press the **Tab** key, or click your mouse in the **password** textbox.
3. Enter the **password** you received from the administrator.

**Note:** **U**ssernames and **p**asswvords are case sensitive. Be sure to enter them exactly as they were provided.



The screenshot shows the Switched-On Online login interface. At the top is a blue header with the SwitchedOn logo and the text "Switched-On Online". Below the header is a green banner that says "Welcome to Chi Rho Christian Academy". To the right of the banner is a login box with fields for "Username" and "Password", and a "Login" button. Below the banner, the word "Welcome" is displayed. Further down, the text "Welcome to Chi Rho Christian Academy!" is shown. Below that is a blue quote: "For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11". At the bottom left, there is a small footer that reads "Odysseyware On The Web - DAL-4699".

## Student Home Page and Tools

After successfully logging in, you are taken directly to the **Student Home** page.

Depending on how your account is set up, the **Student Home** page looks different. The school administrator has the option to set up your **Home** page with a student calendar for the current week. If the administrator chooses to use this calendar, it displays your work for Monday through Friday for each course (see the example on page 6).

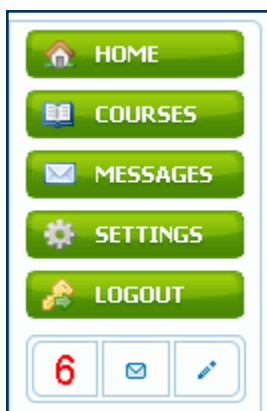
If the administrator doesn't set up the calendar option for you, your courses are listed on the bottom of your **Student Home page**, as shown on the next page.

No matter which option your administrator sets up for you, it is always best to access your coursework from your **Home** page; especially if the course is a **CRx** course (you are taking pre-tests for all of the units).

### Student Menu Functions

The sidebar menu is the same regardless of the calendar setting selected. On this menu are six options to help you easily navigate around the application.

Access student functions using the menu down the left side of every page in Student Mode:



#### Home:

Returns you to the **Home** page.

#### Courses:

Takes you to your **Course Schedule** which displays teacher, date course work started, a progress bar, the date course work was completed, and your total score to date for the course.

#### Messages:

You can send or reply to messages from teachers and administrators.

**Note:** Students cannot message other students.

#### Settings:

Allows you to change your password, if the administrator has permitted it.

#### Logout:

Switched-On Online automatically logs you out after 60 idle minutes, but for security purposes, we encourage you to logout whenever you will be away from your desk.

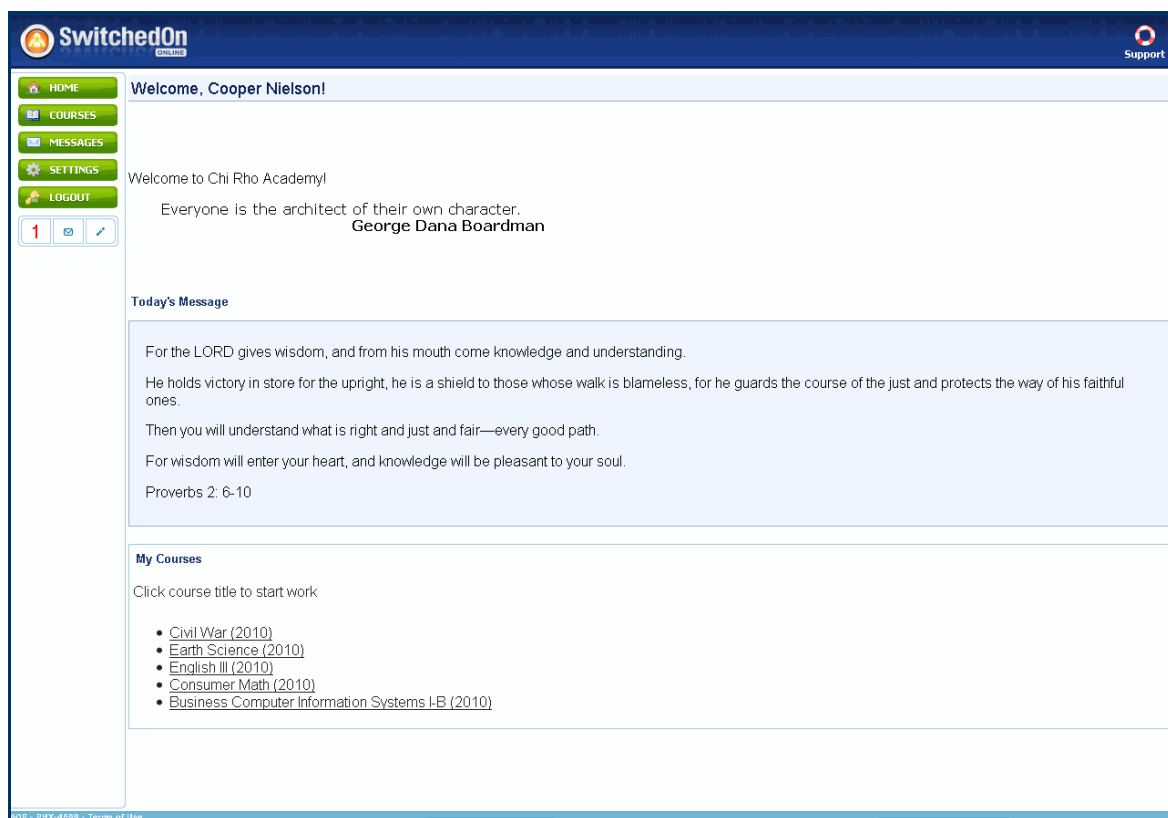
#### Message Indicator:

Displays the number of new, unread messages you have. Lets you open your message center, read a new message or write and send a new message. See page 22 for more on this feature.

## Home - No Calendar Option

When your administrator sets up the student account, they are given the option of applying the **School Calendar** to your course work. Depending on the choice the Administrator makes, your **Student Home** page has a slightly different look and functionality.

If **School Calendar** is not selected, you see a page that looks something like this:



The first third of the page is dedicated to the **Welcome** message and the **Message of the Day**. Here, you can read messages the administrator chooses to display to the entire school.

Below the messages you see your list of assigned courses. Each course title appears as a link. Clicking the **Title** of a particular course takes you directly to the next assigned activity in that course.

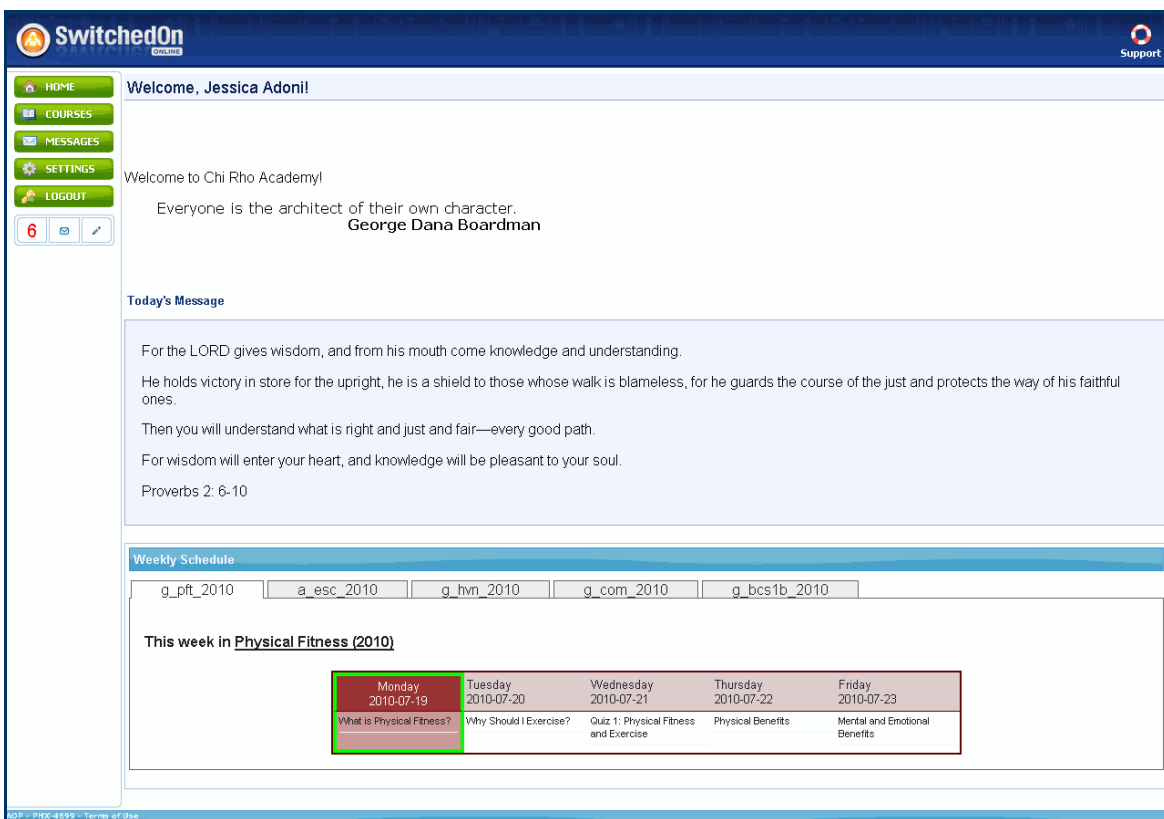
**Note:** The **Student Home** page is the best place to access your courses. If the course is a Credit Recovery (CRx) course, you can only access it by clicking here. Other courses can also be accessed from the **My Courses** page. See page 7 of this document for more information on the **My Courses** page. Your **Home** page is the fastest, easiest and best way to access your assignments.

You may have more than one assignment in a course, if you have a project you are working on. Don't ignore your projects. You *must* complete all projects in a unit before you can begin the next unit!

Next let's look at the **Home** page for students who have been assigned the **School Calendar** option.

## Home - Calendar Option

If the **School Calendar** option was selected by the school Administrator, the look of your **Student Home** page is somewhat different.



The screenshot shows the Switched-On Online interface. On the left is a sidebar menu with buttons for HOME, COURSES, MESSAGES, SETTINGS, and LOGOUT. Below these is a notification icon with the number 6. The main content area has a blue header with the Switched-On Online logo and a 'Support' link. Below the header, it says 'Welcome, Jessica Adoni!'. The main content area contains a welcome message from Chi Rho Academy, a quote by George Dana Boardman, and a 'Today's Message' section with a biblical quote from Proverbs 2:6-10. At the bottom, there is a 'Weekly Schedule' section with tabs for different courses: g\_pft\_2010, a\_esc\_2010, g\_hvn\_2010, g\_com\_2010, and g\_bcs1b\_2010. The 'g\_pft\_2010' tab is selected, showing a weekly schedule for Physical Fitness (2010) with a table of assignments for Monday through Friday.

Monday 2010-07-19	Tuesday 2010-07-20	Wednesday 2010-07-21	Thursday 2010-07-22	Friday 2010-07-23
What is Physical Fitness?	Why Should I Exercise?	Quiz 1: Physical Fitness and Exercise	Physical Benefits	Mental and Emotional Benefits

The top half of the page is the same whether the **School Calendar** option is used or not. You still see the **Welcome** message and the **Message of the Day** displayed.

The bottom half of the page shows you your **Weekly Schedule** by course. The **Weekly Schedule** heading displays each course assigned to you on a tabbed page. Click a tab to view the week's assignments in that course. You may click the **Course** name link right above the weekly schedule, or click **My Courses** in the sidebar menu to begin working on assignments.

We strongly recommend you access your courses using the links on each tab her, on your **Home** page. It always takes you directly to your current assignment for each course. Also, any course assigned to you in **CRx** mode is only accessible to you from this page. It is best to only use the **My Courses** button to open already completed assignments when you are ready to review an assignment.

The **Weekly Lesson Plan** maps out what you need to accomplish each day of the week in order to stay on pace.

The lesson plan in no way limits your productivity. If you finish all the assignments for a given day, you can continue working ahead. On Sunday night, the system assesses remaining assignments yet to be completed, and distributes your remaining work across the days left in the school calendar. Don't let yourself fall too far behind. All of the assignments still must be completed by the end of the school year!

## My Courses

On the **My Courses** page, you see all your courses listed inside the table at the top of the page. At a glance, you are able to see the **Title** of the course and grade level, if appropriate; the name of the **Teacher** assigned to the course, the **Date Started**, the percentage complete (**Progress**), and a graphic depiction of your **Progress**, the **Date Completed** (when you complete the entire course) and your **Total Score**, to date, for the course.

My Courses							
Active courses assigned.							
Show 100 entries				Search: <input type="text"/>			
Title	Teacher	Date Started	Progress (%)	Progress	Date Completed	Total Score	
<a href="#">Business Computer Information Systems I-B (2010)</a>	Vance, Darcy	06-25-2010	2	<div><div></div></div>	Not Completed	100	
<a href="#">Earth Science (2010)</a>	Landry, Steve	06-25-2010	2	<div><div></div></div>	Not Completed	39	
<a href="#">Essentials of Communication (2010)</a>	Grayson, Kayla	06-25-2010	7	<div><div></div></div>	Not Completed	69	
<a href="#">Personal Financial Literacy (2010)</a>	Sandoval, Luis	06-25-2010	3	<div><div></div></div>	Not Completed	96	
<a href="#">Vietnam Era (2010)</a>	Abbott, Elena	06-25-2010	4	<div><div></div></div>	Not Completed	98	
Showing 1 to 5 of 5 entries					First	Previous	1   Next   Last

## Beginning and Continuing Work in a Course:

Click the course **Title** to navigate to the **Unit View**.

Units in Essentials of Communication (2010)						
Active courses assigned.						
Unit	Title	Date Started	Progress (%)	Progress	Date Completed	Total Score
1	COMMUNICATION FOUNDATIONS	06-25-2010	42	<div><div></div></div>	Not Completed	96
2	LANGUAGE CHARACTERISTICS	Not Started	0	<div><div></div></div>	Not Completed	0
3	INTERPERSONAL RELATIONSHIPS	Not Started	0	<div><div></div></div>	Not Completed	0
4	UNDERSTANDING GROUPS	Not Started	0	<div><div></div></div>	Not Completed	0
5	PRESENTING AND INTERPRETING PUBLIC MESSAGES	Not Started	0	<div><div></div></div>	Not Completed	0
6	COURSE REVIEW AND EXAM	Not Started	0	<div><div></div></div>	Not Completed	0
Showing 1 to 6 of 6 entries						

On the **Unit View** page all the units in the course are displayed inside a table. Each unit listing displays the **Title** of the unit, the **Date Started**, the percentage of the unit completed, a quick view **Progress** bar, the **Date Completed** (the entire unit), and the **Total Score** for the unit.

Keep this in mind, a unit is not complete until ALL work in the unit is submitted and graded, including projects. Start working on them as soon as possible. You can access them from your **My Courses** page as soon as you begin the unit.

## My Courses

The **Assignments View** lists all the educational activities in that unit in table format. Each listing also displays the **Assignment Type**, the **Title** of the assignment, the **Status** and the **Score**. Only the titles in blue or purple can be accessed. These are completed activities, grayed out titles are not available for you to select at the present. When you click a **Unit Title** and open the **Assignments View**, you may see up to five different assignment types:

- **Lesson** – these are the primary assignment types you are likely to see. They include presentation material and questions/problems about the material to be answered.
- **Quiz** – after every few lessons you see a quiz. These are a series of questions designed to test what you have learned in the unit to this point.
- **Project** – various activities and reports to help support and enhance your learning.
- **Test** – like quizzes, tests are a series of questions and problems to help assess what you have learned in this unit. Be sure to review before taking a test!
- **Reference** – This lesson contains a listing of all of the vocabulary words in the unit, and the internet links referenced in the unit. You can also read a brief paragraph about the author(s) of this course.

Click the **Title** of a unit to navigate to the **Activities View**.

Assignments			
From this screen, you can review lessons and complete projects for this unit.			
Assignment Type	Title	Status	Score
Lesson	1. Introduction to Communication	Completed	98
Lesson	2. Types of Communication	Completed	100
Project	3. Project: Communication Log	Completed	90
Lesson	4. The Importance of Communication	Completed	100
Project	5. Project: Reflection	Skipped	
Lesson	6. Becoming a Competent Communicator	Completed	100
Project	7. Project: Evaluating Communication Competence	Completed	85
Project	8. Project: Ethical Principles of Communication	Skipped	
Quiz	9. Quiz 1: Discovering the Foundations of Effective Communication	Completed	99
Lesson	10. Introduction to Perception	Completed	100
Project	11. Project: Three Stages of Perception	Skipped	
Lesson	12. Influences on Perception	Assigned	
Project	13. Project: Overcoming Perception Influences	Skipped	
Lesson	14. Perception and Communication Competence	Assigned	
Project	15. Project: Perception Checking	Assigned	
Quiz	16. Quiz 2: Perception and Communication	Assigned	
Lesson	17. Self and Communication	Assigned	
Project	18. Project: Looking Inward	Skipped	
Lesson	19. Self-Concept and Competent Communication	Assigned	
Project	20. Project: Changing Your Self-Concept	Skipped	
Lesson	21. Self-Disclosure	Assigned	
Quiz	22. Quiz 3: Self and Communication	Assigned	
Project	23. Special Project	Skipped	
Lesson	24. Review	Assigned	
Test	25. Test	Assigned	
Test	26. Alternate Test	Skipped	
Reference	27. Glossary and Credits	Assigned	
Showing 1 to 27 of 27 entries			



## My Courses

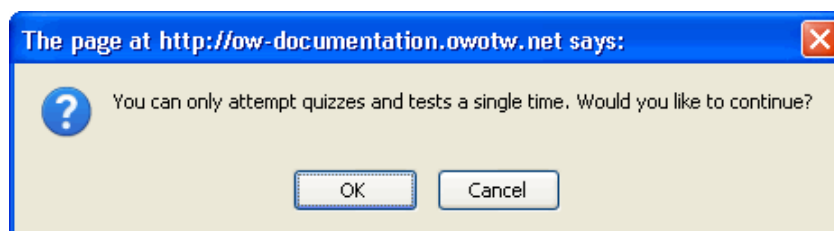
In the **Status** column, you may encounter several different status selections.

- **Assigned:** You are required to complete this assignment in the order assigned.
- **Skipped:** The computer does not deliver this activity to you.
- **Accepted:** Your teacher has reviewed this assignment and accepted it as complete.
- **Blocked:** You cannot take this assignment or continue working without teacher permission.
- **Completed:** Your assignment is completed and you may continue forward in this course. (These are assignments you may open from this page and review.)

**Note:** All assignments need to be taken in order. You are not able to view any activity, other than the title, until you reach a lesson, project, quiz or test in the order assigned to you. This means you must complete the work in one activity with a passing score before another activity in the subject is available to you.

To open a lesson, just click the assignment **Title** (as shown on the previous page).

You only have one chance to take a quiz or test, so Switched-On Online reminds you each time you open a quiz or test. You see a message like this:

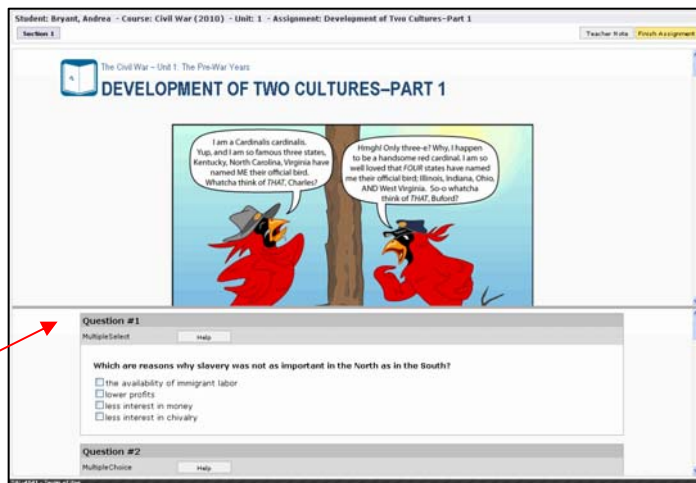


Make sure you have studied and enough time to complete the quiz or test before you begin. If you leave a quiz or test before you finish, all unanswered questions are scored as zero.

## Lessons

When you open a lesson, you notice that the screen is split. The top portion of the screen displays the presentation part of the lesson while the problems or questions about the lesson are in the lower part of the screen. You can change the size of either part of the screen by using your mouse to click the line immediately above the questions and drag it up or down. You'll notice the line changes color when you hover your mouse over it.

When you finish answering the questions in section one, be sure to check for other sections. If you are done answering all of the questions in all sections of the lesson, click the **Finish Assignment** button in the upper right corner of the screen. ( **Finish Assignment** )



## **My Course/Working in Switched-On Online**

### **Multimedia Presentations**

Switched-On Online contains over 50,000 multimedia presentations, such as videos, games, labs, newsreels, and famous speeches, just to name a few. The following is a brief guide to help you understand the items you encounter.

### **Playing Multimedia Presentations**

Anytime you see the movie projector, speaker icon, or the words “click here” you can click the link to play the video or audio clip. When you position your cursor over a picture and the cursor changes to look like a hand, you can click the picture for a presentation also.



### **Vocabulary Activities**

We believe that expanding a student's vocabulary is essential for success in any subject. To that end, there are several activities or games in each lesson that offer repetition exercises for that lesson's vocabulary list.

Activities such as Spelling Bee, Vocabulocity, and Flash Cards help to reinforce the vocabulary words in most of the lessons. Farmer Frank, All Right, and Quiz Bowl are designed to help you review course content. Some courses have other games or activities designed especially for that course.

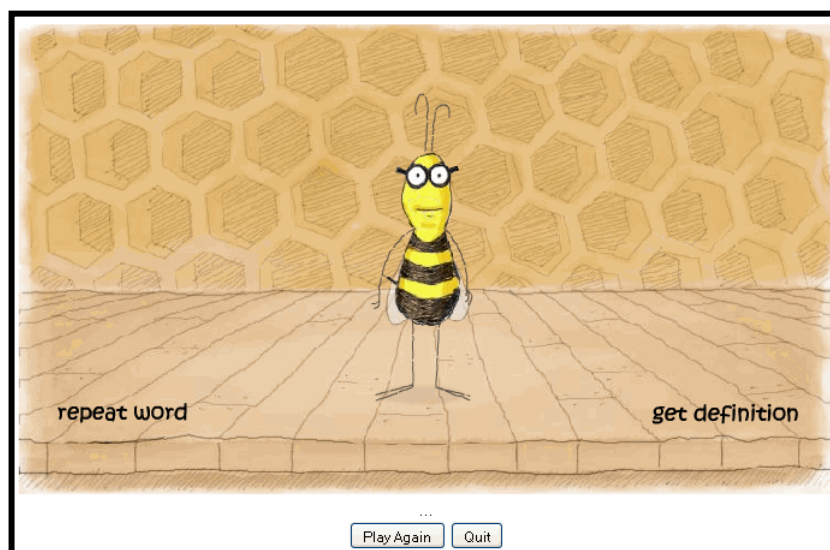
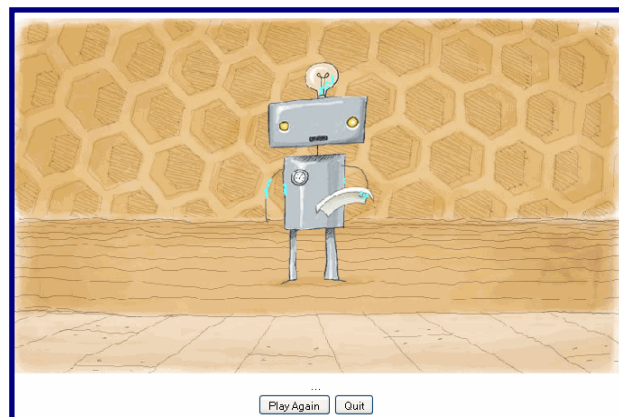
Near the beginning of each lesson, all of the vocabulary words for that lesson are listed. They display as underlined blue links. You can hear the correct pronunciation of the word by clicking the highlighted word.



## My Course/Working in Switched-On Online

### Spelling Bee

Spelling Bee quizzes you on spelling, as well as on keyboarding. Select your bee representative; and then listen to the robot, who gives you a word from the list. You must spell the word correctly. If you misspell the word the robot gives you the correct spelling. You then have the opportunity to correctly spell the word before the activity is completed. If you need to hear the word again, or are not sure exactly which word you need to enter, you can have the robot repeat the word or see the definition of the word (see the last picture on this page).



## My Course/Working in Switched-On Online

### Vocabulocity

Vocabulocity takes place in the far reaches of outer space. Your ship is trying to make it back to base at the space station “Vocabulocity”. You are given a definition and three choices. If you pick the word that matches the definition, you can continue. If you pick the wrong choice you are brought back to your Vocabulary list for further study.



### Farmer Frank

Farmer Frank is our version of Hangman. You are given a definition from the vocabulary list. A clue is given, and a blank space is provided for each letter in the mystery word. At the bottom of the screen you click a letter from the alphabet. If that letter appears in the mystery word, the letter appears in the appropriate blank(s) and Farmer Frank begins to build his spaceship. You may also use the keyboard to select a letter. Once all the letters are uncovered you may qualify for a time bonus.





## My Course/Working in Switched-On Online

### All Right

All Right is our version of Jeopardy. You click a skateboard and are presented a question about a point covered in the lesson. Options are presented similar to a multiple choice question. You click an answer. If it is correct, the question mark becomes a “thumbs up”. When all questions in a row or column are correctly answered, that row of skateboards flips over, ready to ride. If the answer is wrong, the correct answer flashes and the skateboard breaks in half. When you successfully complete two rows or columns, you earn the chance to repair one broken skateboard by successfully answering the question.



### Quiz Bowl

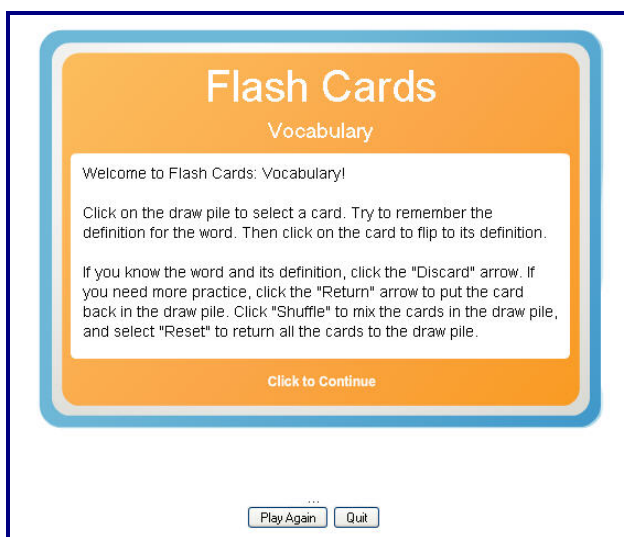
Quiz Bowl is a review activity in grades 3 through 6. You find it at the end of each unit in Math; Science; Language Arts; and History and Geography. Just open the **Review** lesson at the end of the unit to see the **Quiz Bowl** screen displayed. Click **Begin**. Another **Quiz Bowl** screen just like the one below opens. On this main game screen (example below), click **Help** for instructions on how to play Quiz Bowl, or **Play Game** to get started with Quiz Bowl. The **About** button simply gives you an overview of the game and shows you the software needed to play the game. Click the **Back** button to return to the main game screen.



## My Course/Working in Switched-On Online

### Flash Cards

Flash Cards offers another way to review your vocabulary words. Click the word or term on the card in the upper left corner of the screen. When it displays in the center of your screen, click it again. The card is flipped over and the definition of the word is displayed. You can choose to return the card to the **Draw** pile or if you are sure you know how to spell the word/term and what it means, choose to **Discard** it. Click **Shuffle** to rearrange the cards in the **Draw** pile. Click **Reset** to return discards to the **Draw** pile.



### Tools

There are several reference tools available to you while in your lessons. Look for the **Tools** section below the buttons in the left-hand column.

### Translate

The translate feature allows you to read translations of words and phrases from your lessons. Several different languages are available.

1. Highlight the word or phrase you want to see translated.
2. On the left side of the screen, select the language from the pull down menu.
3. Click **Translate To...**



**Note:** The translate feature provides a word for word translation of the highlighted passages. You should not rely on the translate feature for things like verb conjugation and gender agreement.

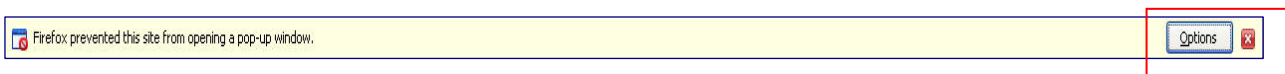
**Note:** The translate function works best when small passages are highlighted.

## My Course/Working in Switched-On Online

### Reference:

You may also use the reference tool to look up more information on any word in Switched-On Online. Simply highlight the term and click **Reference** on the left side of the screen. A new window opens with the encyclopedia entry for the highlighted word.

**Note:** If the pop-up blocker for your computer is turned on, the **Translate** and **Reference** features won't work. You need to enable pop-ups first. In Mozilla Firefox a yellow bar appears on the top of the window. Click the **Options** button on the right side of the yellow bar and select **Allow pop-ups** for this site.



### Text to Speech

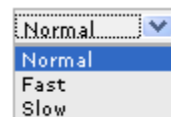
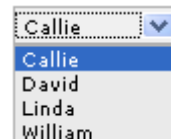
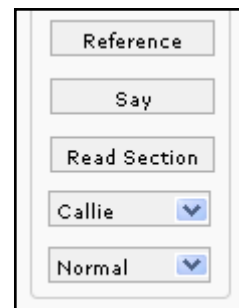
Immediately below the **Reference** button you see two buttons and two drop-down menus. The buttons allow you to either highlight a portion of text within a lesson to hear that text read, or position your cursor at the beginning of the lesson to hear the entire text of the section read aloud. The drop-down menus give you choices in the voices you hear, and how fast or slow the text is read.

To hear a portion of the section read aloud, highlight any text in the lesson click the **Say** button.

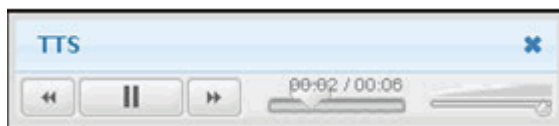
To hear the entire section of the lesson read aloud, place your cursor at the beginning of the section text and click the **Read Section** button.

If you would like to have the text read in a different voice, click the arrow beside "Callie" and select from the four available choices.

You can use the drop-down menu below the voice selections to adjust the pace (speed) of the reader.



One caution, when using **Read Section**, or highlighting a large amount of text, it takes a few seconds for the system to render the speech. Watch for the TTS player to appear at the top of the screen. It looks like the image to the right.



## My Course/Working in Switched-On Online

### Question Types

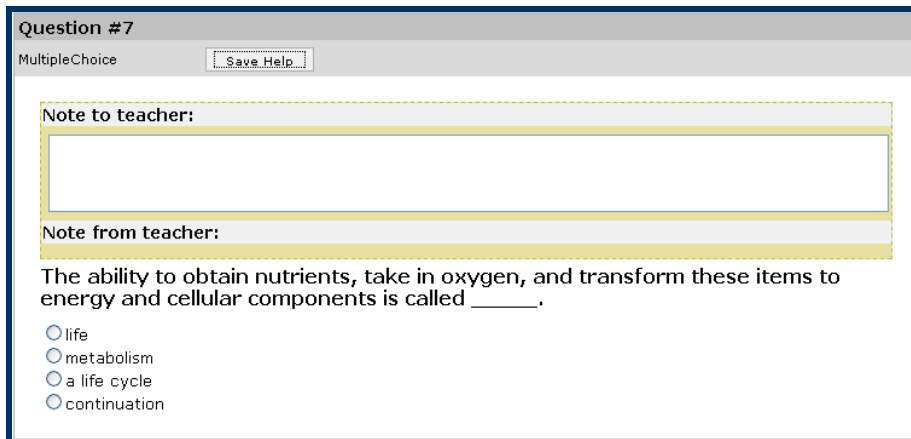
When you begin working on an assignment in Switched-On Online, you see a button on the top right side of the assignment ( **Teacher Note** ). This is a note your teacher added to the lesson through the **Teacher Note** field. The note opens in the upper left corner of your lesson, when you open the assignment. You can click and drag it anywhere on the screen. Click the **x** on the title bar to close the note. Click the **Teacher Note** button to open it again at any time.

After you read the text, play the games, engage with the multimedia, you are given a series of questions to check your understanding of the presented material.

**Be Aware:** When you answer a question, it is very important to verify that the answer is sent to the server. Get into the habit of watching for the problem box to blink gray and quickly display “Sending...” in the top right corner of the box. You send each answer by clicking the white space in the question box, pressing your **Return** key, or pressing the **Tab** key after you enter an answer. You should also notice that the question box flashes when your answer is saved. If you do not see this happen, your answer may NOT have been saved and will be marked as incorrect.

If you have difficulty answering a problem, there is a **Help** button at the top of each question. Click the button and leave your teacher a note about the problem. A message is sent to your teacher’s message box letting them know you need some help.

Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!



There are a variety of different question types used throughout Switched-On Online. Many of them are graded automatically; some need to be graded by your teacher. The following types are scored automatically by the application.



## My Course/Working in Switched-On Online

### Multiple Choice

Multiple choice questions offer three to five choices per question. You just need to click in the bubble next to your answer choice. Make sure you have read the question or instructions carefully.

**Question #16**

MultipleChoice Help

Which of the following is proper notation to describe the set of all letters in the alphabet?

- ☐ {a, b, c . . . z}
- ☐ (a, b, c, etc.)
- ☐ a through z
- ☐ none of the above

### Multiple Select

Multiple select questions offer a number of choices per question. You click in the box next to each answer you believe to be correct. The question will often tell you how many correct choices there are.

**Question #3**

MultipleSelect Help

Which of the following could be considered a characteristic of Northern culture in the 1850s?

- ☐ many immigrants
- ☐ small farms
- ☐ few railroads
- ☐ cultural melting pot
- ☐ slavery
- ☐ industry
- ☐ several cities over 100,000 population

### True and False

True and False questions are one way of verifying that you have grasped the factual concepts present in the material. You just need to click the bubble next to your choice.

**Question #6**

TrueFalse Help

Most European immigrants came to the South to work on plantations.

- ☐ True
- ☐ False

## My Course/Working in Switched-On Online

### Fill in the Blank / Unordered

You are given a sentence with one or more words missing. You must select the correct word or words and type them into the field provided. All of the answers can be found in the text. Make sure you pay attention to capitalization, punctuation and spacing in your answers.

**Question #5**

Unordered

The two imaginary lines that mark the ends of the tropical zone are the Tropics of  and .

### Matching

In matching questions, you are given two columns of related information; for example, words in one column and definitions in the other. One column has empty boxes in front of each item, the other column has numbers. You place the number of an item in the box next to the corresponding item in the second column.

**Question #1**

Matching

Match the vocabulary words to their definitions.

1. the language of a particular group, profession, or activity	<input type="checkbox"/> slang
2. words, phrases, and meanings that are new, flashy, and popular	<input type="checkbox"/> jargon
3. English usage which has gained cultural, social and literary acceptance	<input type="checkbox"/> ungrammatical speech
4. speech that violates the rules of grammar	<input type="checkbox"/> standard English

### Text Multiple Choice

In all text multiple choice questions, the answer box is highlighted in blue. Click the arrow beside the blue box and select the answer you believe is correct. Make sure it displays in the answer field.

**Question #2**

TextMultipleChoice

The best map of the earth is a .

### Graphic Multiple Choice

All graphic multiple choice questions work just as Text Multiple Choice questions except you see a series of images instead of words. Click through each one until you find the correct image. You may cycle through them multiple times. The one you leave displayed when you submit the assignment is the one that is graded.

## My Course/Working in Switched-On Online

### Click and Place

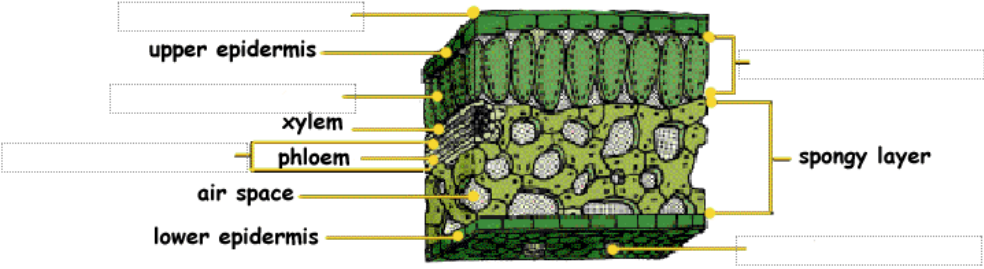
This type of question is used to label graphics or set up math equations. You click the item in the menu below the main graphic to select it; then position the mouse in the location where the item is to be placed, and click again. You may click multiple times to place the item. If you put one item on top of another, the second item replaces the first. You can also click **Start Over** to clear all items already placed. To clear only one item, click **Erase**, and then click the item to delete.

**Question #11**

ClickAndPlace Help Ready...

Label the diagram by dragging the names to the correct positions on the picture.

Click on an item at the bottom of the problem.  
Click again to drop the item in its correct place.



**LEAF**

Start Over Eraser

palisade layer vein chloroplast cuticle (waxy layer)

stomata

### Preloaded Questions

In preloaded problems, you generally see an answer (usually a word, phrase, sentence, or paragraph) already in a box. If you think the displayed answer is incorrect as is, type any change(s) in the box, making sure the answer reads exactly the way you want before continuing. If you think the answer is correct, delete the entire entry and re-type the correct answer into the box.

Sometimes, preloaded problems appear on top of special backgrounds or other graphics — you still approach them in exactly the same way.

### Teacher Graded Questions

The following question types are not scored by the computer application, they must be scored manually, by your teacher.

**Note:** Keep in mind, the computer scores these questions as a zero until the teacher enters a grade.

## My Course/Working in Switched-On Online

### Short Answer / Paragraph

You are provided an answer box, and the expectation is that you answer the question in sentence format. We recommend that your teacher grade these questions with a close eye on syntax and grammar, so be careful!

### Essays

You are expected to expound upon a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons.

**Warning:** Be sure you click **Save** after you finish entering your answer.

### Special Projects

We understand that teachers have lessons that are time-tested classroom favorites. The Special Project slots are a blank field that they can use to incorporate their own lessons. In Teacher Mode, they can use the **Add Note** command to enter their instructions.

Anytime you do a project, unless your teacher has instructed you to use a specific application, it can be created using many different applications. Some examples include; all of the Microsoft Office applications, Notepad, Wordpad, other spreadsheets, videos, and audio files.

Whatever you use, don't forget to **Upload** your project when you are finished!

Be sure to keep the name of any project file you need to upload concise. (Keep it short!) When file names are long, it sometimes causes problems when you upload the project. If it takes longer than a minute to upload your project, you might want to rename the file and try again.

**NOTE:** If you need assistance uploading your project, please ask your teacher. Switched-On Online has a tutorial about how to do this available on our website.

## Student Mode/My Course/Review Work

In the Switched-On Online environment, you must work lessons and quizzes in a set order. For instance you can't decide you are tired of working on unit 1 and go work on unit 9 instead.

When you begin your work, you are taken to the first assigned activity. Once that assignment is completed, the **Assignment Title** and the **Unit** that contains it are highlighted in purple.

When you are approaching test time, you may want to take time for review. When you are ready to review you should:

1. Click **My Courses** from the sidebar menu.
2. Next click the **Course** that you want to review.
3. From the **Unit View**, you can enter any highlighted unit by clicking the **Unit Title**.
4. From the **Assignment View**, you click any activity that displays “Completed” in the **Status** column.

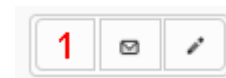
Assignments			
From this screen, you can review lessons and complete projects for this unit.			
Assignment Type	Title	Status	Score
Lesson	1. Introduction to Financial Literacy	Completed	96
Lesson	2. Self-Assessment	Completed	100
Lesson	3. Taking Responsibility	Completed	93
Quiz	4. Quiz 1: Overview of Financial Literacy	Completed	98
Quiz	5. Alternate Quiz 1—Form A: Overview of Financial Literacy	Skipped	
Quiz	6. Alternate Quiz 1—Form B: Overview of Financial Literacy	Skipped	
Lesson	7. Finding and Evaluating Financial Information	Completed	100
Project	8. Project: Reliable Financial Information	Assigned	
Quiz	9. Quiz 2: Financial Information	Assigned	
Quiz	10. Alternate Quiz 2—Form A: Financial Information	Skipped	
Quiz	11. Alternate Quiz 2—Form B: Financial Information	Skipped	
Lesson	12. Personal Financial Goals	Assigned	
Lesson	13. Decision-Making Process	Assigned	
Project	14. Project: Making Decisions	Assigned	
Quiz	15. Quiz 3: Decision Making	Assigned	
Quiz	16. Alternate Quiz 3—Form A: Decision Making	Skipped	
Quiz	17. Alternate Quiz 3—Form B: Decision Making	Skipped	
Project	18. Special Project	Skipped	
Lesson	19. Review	Assigned	
Test	20. Test	Assigned	
Test	21. Alternate Test—Form A	Skipped	
Test	22. Alternate Test—Form B	Skipped	
Reference	23. Glossary and Credits	Assigned	
Showing 1 to 23 of 23 entries			

This takes you to the activity page where you can select any lesson to read through again, scroll through and see what questions you answered correctly and which questions you missed when you first did a lesson. You can also take another look at any completed quizzes. Keep in mind, quizzes are cumulative, so it is a good idea to review your completed work frequently to make sure you are clear on all of the key concepts and skills covered in each lesson, especially before you take another quiz or the unit test.

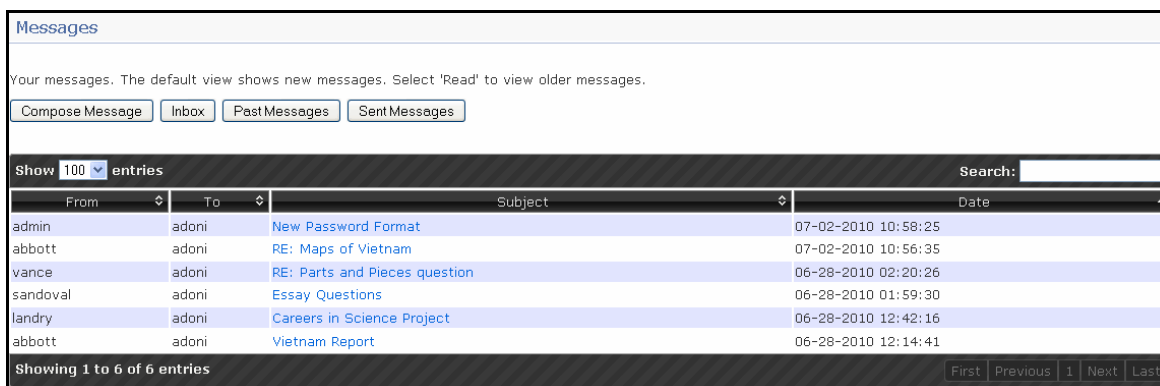
**Note:** You cannot review an activity until you have completed it with a score at, or above, the pass threshold. This also means a new unit will not open for you, until all assigned work in the previous unit is completed satisfactorily. If you do not achieve a passing score on an assignment, the same assignment remains in your course schedule to do again.

## Student Mode/Messages

You can use the **Messages** option to send messages to your teachers. You have two ways to open the Messaging System. You can click the **Messages** button in the left panel on any screen or you can click the **Message Center** just below the buttons in the left panel. If you just want to read your newest message, click the envelope icon in the middle. Click the pencil on the right to compose a quick message, click the red number on the left side of the **Message Center** to open your **Inbox**.



**Note:** You cannot message other students.



The **Messaging Home** page automatically displays a listing of your new messages. Each new message is displayed with the sender name, the subject, and the date received.

## Viewing Messages

To see a new message, click the highlighted **Subject** header. To view the next new message click **New Messages**. Messages you have already read automatically become a **Past Message**. To take another look at a message, just click **Past Messages** above the list of new messages.

If you have a full **Inbox** and need to find a specific message, you can use the **Search** box on the top right-hand side of your **Inbox**. As soon as you start typing in the box, the system automatically starts to get rid of messages that do not meet your search request. The system searches the fields with the arrows on the title line (the ones you use to sort your messages).

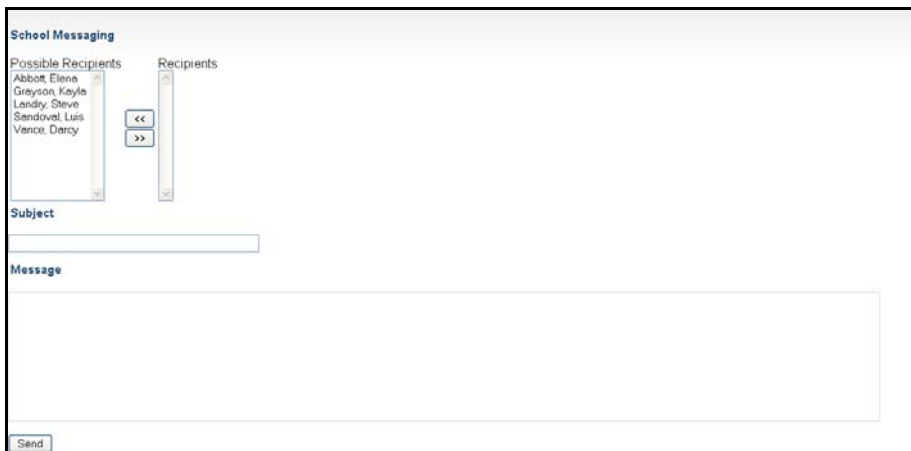


**NOTE:** All past messages are saved. There is no delete function for them.


To view a message you already sent to one of your teachers, click the **Sent Messages** button.

## Sending a Message

To send a message to a teacher, click **Compose Message** above your inbox on the **Messages Home** page.




### Choosing Recipients

Select the name of the recipient from the **Possible Recipients** list on the left. Click the  button with the set of arrows pointing to the right to add the selected person to the **Recipients** list.

**Hint:** Hold the Control (**Ctrl**) key down while clicking to select multiple recipients. To select a group of adjacent names, click a name, hold the **Shift** key down, and then click the last name of the group you want to select. This feature works when both choosing and removing recipients.

### Removing a Name from the Recipient List

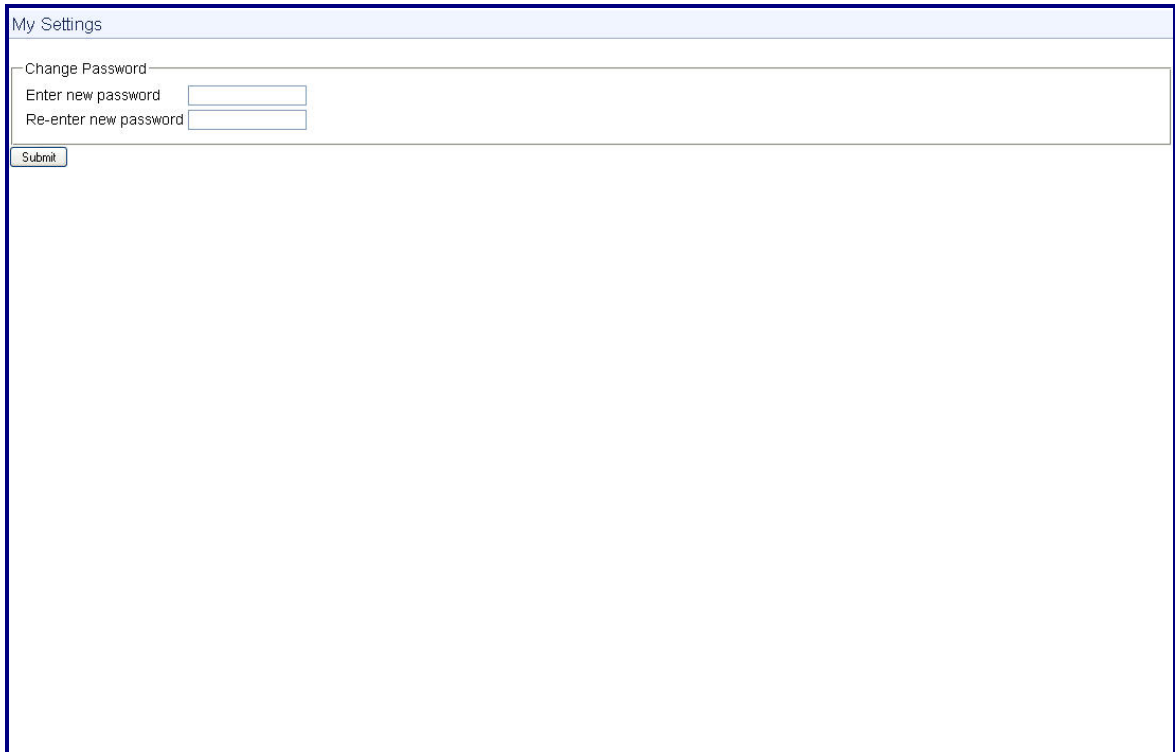
Click the name of the recipient you wish to remove. Click the button with the set of arrows pointing to the left to remove the select name(s) from the list. 

### Completing the Message

1. Enter a **Subject** header. This is then displayed for the recipient.
2. Enter the content of your **Message**.
3. Click **Send** to send your message to all the people on the recipient list.

When people receive your message they can respond by simply clicking **Reply**.

## My Settings



The screenshot shows a web interface titled "My Settings". Inside, there is a section labeled "Change Password" which contains two text input fields: "Enter new password" and "Re-enter new password". Below these fields is a "Submit" button. The rest of the page area is empty.

**My Settings** is where you go if you want to change your password, provided your system administrator allows you to do it yourself.

### Change Password

If your administrator has allowed, you can use this page to change your password. Simply type in the new password you want to use in the **Enter new password** textbox, and again in the **Re-enter new password** textbox, click **Submit** and you are done.

Remember, if you don't click **Submit**, the changes are not saved!

### Logout

When you are finished working in the Switched-On Online environment, be sure to log out. Just click the **Logout** button in the left-hand column.

The system automatically logs out users after 60 minutes of inactivity.



**Note:** For security, it is recommended that users logout whenever they are away from their desk.

When you logout you are returned to the **Login** page.